USAREUR & 7A INSPECTOR GENERAL BULLETIN

"ENSURING AN ARMY OF EXCELLENCE IN EUROPE"

This bulletin expires 1 year from the date of publication

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October, November, Decem

INSPECTOR GENERAL CORNER

My first observation of today's USAREUR, as I began my fourth tour in Germany this past October, was that the level of predictability for soldiers of all ranks and grades is much different now than during my previous three tours. In the mid-1970s, as a second lieutenant, I knew that our battalion always went to Hohenfels or Graf every April, July and December/January (and it was always cold there no matter what time of year!) We knew that every September/October we would participate in a REFORGER exercise as a player or as part of the umpire/support effort. My platoon battle book, a monstrous collection of dozens of acetated maps held together between two sheets of plywood and fifty yards of "hundred-mile-an-hour tape" was a model of predictability. Every machine-gun, TOW and .50 caliber position from the Iron Curtain to the Rhine River seemed to be listed inside in excruciating detail. The old non-commissioned officers in the platoon seemed to know where every *Bäckerei* and *Metzgerei* – to include their complete hours of operation – were in all of Bavaria whenever we had maneuver rights. The only factor of unpredictability, it seemed, in our whole existence was what the new battalion commander would be like, but that change only happened every two summers – usually just once during one's entire three-year tour here.

What a change has occurred since the 1970s, 1980s and even early 1990s! I now am learning words and phrases such as "down-range" and "contingency operations." Predictability has been replaced with unpredictability. And unpredictability brings discomfort. That's one of the areas in which we, as IGs, can help. By providing assistance for soldiers, family members, DA civilians and retirees to conducting thorough, announced inspections that recognize excellence and identify systemic deficiencies to conducting investigations that meet the standards of thoroughness and fairness, we provide a level of predictability and stability to support commanders and the chain of command. Teaching and training improves predictability.

General Meigs and the entire chain of command are committed to increasing predictability throughout the command. By being thorough – *First Right, then Forward*, as is our motto – we, the entire USAREUR IG

USAREUR TOP TEN IG REQUESTS FOR ASSISTANC

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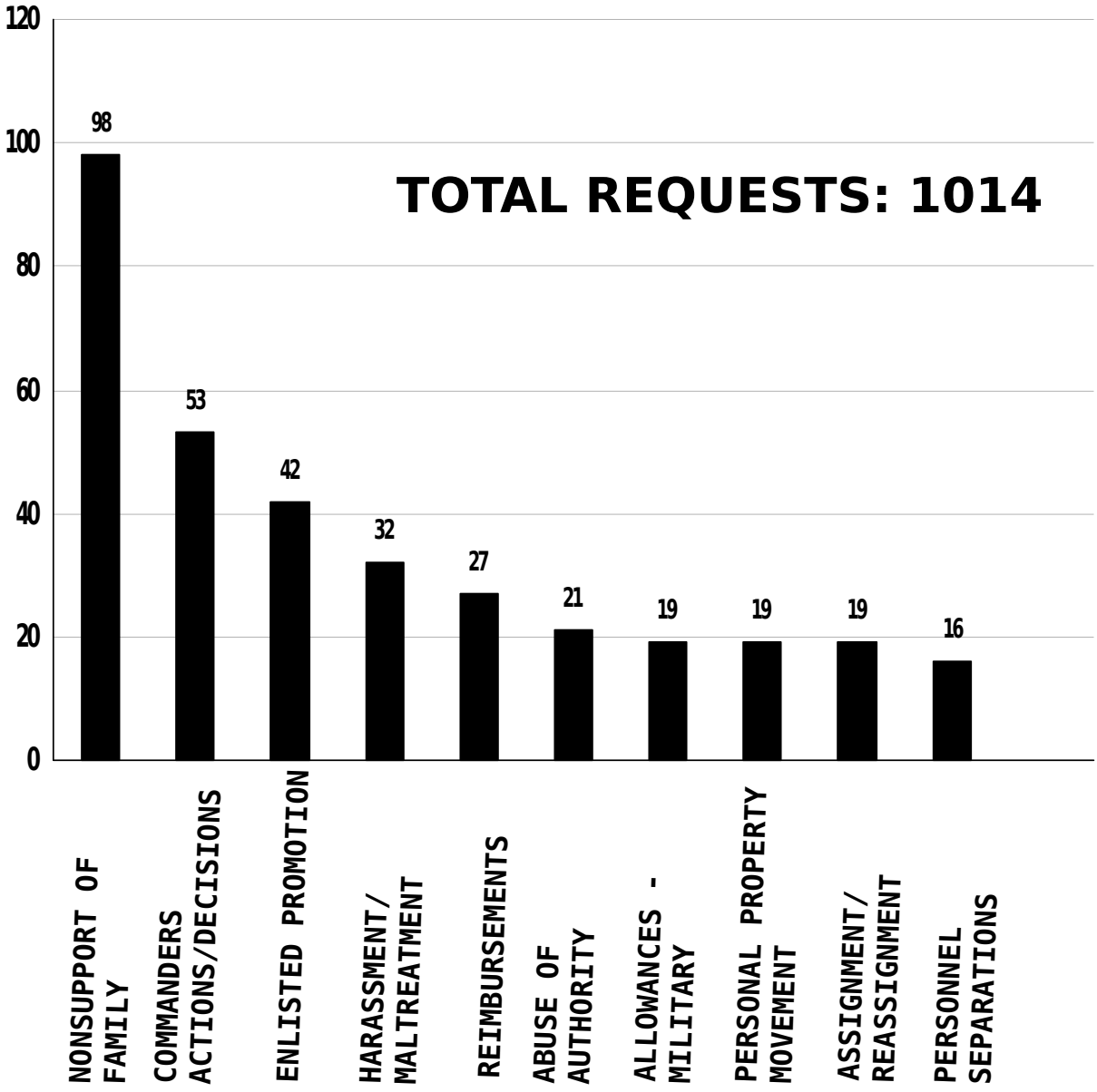

ASSISTANCE BRANCH

Acting Inspectors General (AIG)

USAREUR commanders may nominate commissioned officers of their commands to perform the additional duty of acting Inspector General. Nominations should be sent through IG channels to HQ USAREUR/7A, Office of the Inspector General, ATTN: Assistance Branch. DCG, USAREUR is the final approval authority for acting IGs.

An acting IG assists a detailed IG by providing the IG assistance function to population areas for which the detailed IG has responsibility but from which the detailed IG is often geographically separated. Acting IGs may be designated at organizations down to the battalion/base support battalion or equivalent level.

Acting IGs will only provide IG assistance in administrative type matters. They will not conduct investigative inquiries or investigations, serve on IG inspection teams, or perform duties in the office of a detailed IG. Acting IGs do not have the authority to administer oaths as an IG and they do not wear IG insignia in the performance of their additional duties.

Commissioned officers in the chain of command (i.e., the XO) or those who routinely assume duties in the chain of command will not be designated acting IGs. For example, if the XO assumes temporary command, the XO's effectiveness as an acting IG could be compromised. Exceptions will be approved by the approving authority.

In accordance with AR 20-1 and USAREUR Reg 20-1, acting IGs will be trained on responsibilities and procedures by a detailed IG. Additionally, they will receive technical supervision from and be supervised in the performance of their acting IG duties by a detailed IG.

The OIG, HQ USAREUR/7A, Assistance Branch conducts a required one day orientation course for newly designated acting IGs generally once each quarter. The purpose of the course is to train acting IGs on how to conduct basic assistance duties and functions. Instruction will provide the acting IG with a working knowledge of the Inspector General system, specifically the role and mission of the IG, how the IG system works, and how the acting IG fits into the IG system.

A total of 8 officers completed the acting IG course in 1999. The next scheduled course will be held on 14 March 2000 from 0830-1600 in the IG conference room, Bldg. 31N, Campbell Barracks Heidelberg. Commissioned officers who have been nominated to serve as acting IGs should contact the Assistance Branch to schedule their attendance and request information/registration materials.

At the conclusion of the course, participants will be administered the Inspector General Oath. A list of all acting IGs who complete the course will forwarded to DCG, USAREUR/7A, for final approval. Each MACOM OIG will receive a copy of the final approval. The point of contact for this article is MSG Haley, DSN 370-7316/7317.

Reclassification from a Primary Military Occupational Specialty with No Promotion Opportunity

Promotable specialists who are within three years of their retention control point (RCP) and promotable sergeants who have 12 or more years of active federal service (AFS) who are serving in a balanced primary MOS (PMOS) with no promotion opportunity, should consider reclassifying into a shortage MOS to improve their promotion opportunity.

Soldiers are normally limited to voluntary reclassification from an overage to shortage MOS.

However, specialists with 600 or more promotion points who are within three years of RCP, or sergeants with 700 or more promotion points who have over 12 years of AFS serving in an MOS with no promotion opportunity may request reclassification into a shortage MOS as an exception to policy. Promotable specialists who are within three years of their RCP should request reclassification as early as possible.

To reclassify soldier must meet all other eligibility requirements for the new MOS. For assistance in determining which MOS are short, eligibility requirements and how to submit a request, the soldier should contact their local Military Personnel or Enlisted Strength Management Office, Soldiers Actions Section. Soldiers within 12 to three months of expiration term of service should contact the organization's retention office.

The point of contact at PERSCOM is Mr. Brumbaugh, Retention Management Division, Reclassification Management Branch at DSN: 221-5400 or COML: (703) 325-5400. The mailing address is Commander, PERSCOM, ATTN: TAPC-EPR-F, 2461 Eisenhower Ave., Alexandria, VA 22331-0450. The point of contact for this article is MAJ Hilton, DSN 370-7316/7317.

Married Army Couples Program

Enrollment is a simple, one-time process of verifying that two soldiers are married to one another and transmitting this information from the servicing military personnel office or personnel service center to the Total Army Personnel Data Base. A separate standard installation/division personnel system transaction is required for each spouse's social security number and component (i.e., commissioned, warrant or enlisted) to be entered on the master files of both soldiers.

Once enrolled, both soldiers will be considered for future joint-domicile assignments. This consideration will occur at the point when either of the two is nominated by the Total Officer Personnel Management System (TOPMIS) or the Enlisted Distribution Assignment System (EDAS). If the assignment is from continental U.S. to overseas, PERSCOM will coordinate the two requirements with the appropriate overseas command or liaison office. Both soldiers will receive their

assignments/pinpoint assignments in the same TOPMIS/EDAS cycle, or the special instructions in the assignment instructions will state that a married Army couple assignment was considered but could not be accommodated.

Army service members married to a member of the Reserve components or a member of another branch of the U.S. military may not enroll in the program, but may request reassignment to join their spouse. (If married to a member of the Reserve components, the spouse must have been called to active duty for one year or more for joint-domicile consideration.) Readiness remains the number one priority, but they will strive to accommodate joint domicile assignments whenever possible. The enlisted point of contact is Mrs. Jackson <mailto:jacksonl@hoffman.army.mil.> at COML: (703) 325-6099 or DSN: 221-6099. The officer point of contact is Mr. Dennis <mailto:dennisd@hoffman.army.mil> at COML: (703) 325-5191 or DSN: 221-5191. The point of contact for this article is SFC Smith, DSN 370-8481/7317.

INSPECTIONS BRANCH

Casualty Management

Shortcomings in casualty management are consistently found by the inspection team. Problems typically stem from three root causes: information not reaching program managers, managers not being aware of program standards, or casualty guidance being misinterpreted.

These trends were presented to the 1st PERSCOM casualty management proponent, with the following results:

a. To improve casualty management information flow, the PERSCOM Casualty Management section will email casualty program managers to announce new information/guidance posted on 1st PERSCOM's Casualty Management website, http:\\144.170.217.12.

Casualty forms are available at the following web addresses:

http://web1.osd.mil/icdhome/FORMTAB.HTM

and

http://144.170.217.12/Pages/PSSD/casualty/index.ht

b. A USAREUR supplement to AR 600-8-1, Army Casualty Operations, is being developed. This policy will clarify casualty management guidance, helping all program managers to execute casualty responsibilities to the same standard.

c. Interim policy clarification was made by 1st PERSCOM via email to all casualty program mangers on 10 Dec 99. According to the proponent, these changes will be included in the upcoming USAREUR Supplement 1 to AR 600-8-1, but are effective now:

1. Area Support Groups (ASG) and Base Support Battalions (BSB) will maintain, as a minimum, Casualty Assistance Officers (CAO) kits equal to 2% of the assigned military population of the ASG or BSB's area of responsibility.

2. Casualty assistance kits will be pre-packaged (in a binder or folder) and be ready for issuance to Casualty Assistance Officers (CAO) when needed.

3. Casualty Working Groups (CWG) are required to meet for active duty deaths to assist the CAO. Meetings for other casualties are optional at the direction of the chairperson. Minutes of meetings must be recorded to document goals, objectives, and casualty management actions.

4. It will no longer be required to maintain VA forms in the CAO kit. Next of Kin and CAO's must visit the Federal Benefits Unit (FBU) in the American Consulate in Europe to apply for VA Benefits. VA Forms can be obtained at the Consulate when applying for entitlements.

The USAREUR proponent for casualty operations is Mr. Sweeny, DSN 379-7800. The OIG POC for this article is SFC Lemons, DSN 370-8140.

Handling a Compromise of Classified Information

Everyone that handles classified information must take measures to ensure it is protected and secured at all times (IAW AR 380-5, DA Information Security Program). However, classified information is sometimes left unsecured, chains of custody are broken, and, occasionally, classified information is lost. According to Chapter 6, AR 380-5, once a compromise is discovered, the seriousness of damage to U.S. interests must be determined and measures taken to negate or minimize the adverse effect of such compromise. In all cases, action must be taken to identify the source and reason for the breach and appropriate steps taken to ensure further compromises do not occur.

Two key points to this process are:

a. Discovery: Any person who has knowledge of a loss or possible compromise of classified information must immediately report it to the organization's security manager or, in his/her absence, commander or agency head. Any person who discovers classified information out of proper control must take custody of it, safeguard it in an appropriate manner, and report it to a security authority.

b. Preliminary Inquiry: The immediate commander, supervisor, or security manager will immediately initiate a preliminary inquiry to determine the circumstances surrounding the loss or potential compromise. Rules governing these preliminary inquiries are found in AR 380-5, 6-103.

Reports of preliminary inquiry must be submitted IAW USAREUR Supplement 1 to AR 380-5, 6-101.1. Further investigation may then be directed by a higher authority.

It is everyone's duty to protect the classified information they handle. If you suspect loss or compromise of classified material, immediately consult with the unit security manager.

The USAREUR IG POC for this article is MAJ Dan Carpenter at DSN 370-7925 or email carpenterd@hq.hqusareur.army.mil. The USAREUR ODCSINT proponent for Information Security is Mr. Bernard Hiller at DSN 370-7574 or email hillerb@hq.hqusareur.army.mil.

CORRECTION: Major Fundraising and Family Support Groups

In the last Bulletin, information was provided that stated Family Support Groups (FSGs) were authorized, within limitations, to conduct major fundraisers. In fact, they are not. The Joint Ethics Regulation (JER), Department of Defense Instruction (DODI), and Army policy generally allow FSGs to conduct only minor fundraising activities (fundraising within the soldiers, civilian employees, and family members of the unit).

Major fundraisers are defined as fundraising activities that take place outside the unit's area of responsibility and solicits contributions from non-unit members. The intent of a major fund-raiser is to solicit funds from the soldiers, civilians, and family members of a community. After legal review of these activities, USAREUR's Office of the Staff Judge Advocate has opined that FSGs may not conduct major fundraising activities outside the unit area or off post unless the fundraising is done under the authority of a chartered private organization. FSGs that desire to raise funds from personnel outside the unit or outside the unit area (conduct a major fundraiser) would be authorized to do so only under the following conditions:

1. When the fundraising activity is sponsored by a separate, chartered private organization (i.e., a spouse club) authorized to conduct major fundraisers, or

2. When the FSG establishes a separate, auxiliary Private Organization. (See DA Pam 608-47, 3-7). However, if a FSG elects to establish a PO for fundraising, it must comply with regulations that govern POs, and benefits provided to the FSG (including tort claim liability, Appropriated Fund and Non-Appropriated Fund Support) are not provided to the PO.

FSGs can temporarily maintain funds of over $1,000 if the excess is specifically earmarked for an event or project and a projected date of when funds will be reduced to its authorized limit is established. ODCSPER will amend USAREUR policy in UR 608-2, Family Support System, to accurately reflect the requirements of Army and DOD policies concerning Family Support Groups conducting major fundraisers.

The OJA POC for this article is LTC Hernicz, DSN 370-8023. The USAREUR proponent for FSGs is DCSPER, POC is Cathy Hand, DSN 370-8902. The OIG POC for this article is SFC Lemons, DSN 370-8140.

FIRE PREVENTION

The inspection team has noted recurring fire prevention shortfalls throughout USAREUR. Although an increased emphasis in fire prevention education and awareness training is evident, the shortfalls listed below continue to be systemic problems:

a. Although unit and building fire wardens have been appointed, they have not been trained by qualified fire personnel and are not performing their duties properly, if at all.

b. Fire evacuation plans have not been developed or appropriately posted. In some locations, fire evacuation routes have been obstructed.

c. Monthly inspection of portable fire extinguishers have not been conducted; in some cases, extinguishers were found to be empty or improperly used as door stops.

d. Required inspections of low risk facilities, housing areas, and administrative buildings have not been conducted by fire prevention inspectors due to lack of manpower.

Fire prevention is a USAREUR priority. CG, USAREUR memorandum dated 20 Jan 99 indicates that "Fire prevention concerns everyone, soldiers, civilian employees, contractors, and family members. Commanders are responsible for establishing and enforcing an effective fire prevention program in their commands". Leaders at every level should ensure that fire wardens have been appointed for all buildings in USAREUR. These fire wardens must receive appropriate training from qualified fire department personnel. Finally, such wardens must be properly supervised to ensure that each can accomplish the fire prevention mission assigned to them.

The USAREUR staff proponent for this article is Mr. Helmut Aulgur, ODCSENGR, DSN 370-8339. The USAREUR OIG POC for this article is CW4 Pennington, DSN 370-7558/8140.

SPONSORSHIP

USAREUR Supplement 1 to AR 600-8-8, The Total Army Sponsorship Program, and USAREUR Pamphlet 600-8-8, How To Be a Good Sponsor, were published in November, 1998, and are available on the USAREUR publications website. USAREUR Command Policy Letter 13, Sponsorship, has also been updated as of 7 July 1999. The thrust of this new policy is to ensure that all soldiers are adequately supported through unit sponsorship programs as they arrive or depart USAREUR. A joint USAREUR and V Corps inspection team spent two weeks in Jul 99 assessing the implementation of this recent guidance and the health of sponsorship programs, in general. Shortfalls found across USAREUR included:

a. Sponsors were not being appointed on orders as required.

b. Soldiers were not being trained by ACS to be sponsors.

c. Leaders were not being trained by ACS to develop and manage sponsorship programs.

d. Feedback to sponsors was not given in writing, or was not being given at all.

e. Outstanding sponsorship efforts were not being recognized.

f. Familiarity with the new guidance was limited at both the sponsor and leader levels.

g. Sponsorship SOPs were poor and did not include all USAREUR standards.

h. Unit leader involvement and commitment to the program was not consistent.

i. Sponsorship got little, if any, visibility above the unit responsible for its execution.

j. Command Inspection Program questions were outdated and most did not include program standards required by the USAREUR Supplement.

Increased emphasis is being placed on this program, and sponsorship will continue to be an item of the inspection team's interest for the foreseeable future. Additionally, the USAREUR DCSPER recently conducted a conference with a view towards strengthening sponsorship policy. A future bulletin article will highlight any new sponsorship guidance resulting from the DCSPER's conference.

The USAREUR POC for this article is CW4 Jones, DSN 370-8140. The USAREUR proponent for sponsorship is LTC Douglas, DSN 370-7221/8543.

Quarterly Central Issue Facility (CIF) Reconciliations

Numerous inspections conducted this past year revealed that unit commanders or their representatives are not appropriately conducting quarterly reconciliations with CIF personnel. Policy outlined in UR 710-2-1 and DA Pam 710-2-1 directs units to reconcile their personnel rosters with the personnel data maintained at CIF facilities on a quarterly basis.

Proper reconciliation accomplished each quarter will keep unit and CIF records up to date and will assist each CIF in better managing their property. This increased accountability accuracy, in turn, will allow CIFs to offer better customer support to the units they are responsible for serving.

The HQ USAREUR staff proponent for CIF reconciliations is ODCSLOG, Mr. Grubaugh, at DSN 370-8232/9447. The USAREUR OIG point of contact for this article is MSG Montes at DSN 370-7558/8140.

INVESTIGATIONS BRANCH

Welcome back from the holiday season! There have been several concerns raised about AR 600-20, Army Command Policy newly released 15 July 1999. Two significant area's commanders and soldiers alike need to be aware of are; what is the chain of command and what is an open door policy? Chapter 2, Command Policies of AR 600-20 clearly defines both questions.

Paragraph 2-1, Chain of Command. Is defined as follows:

a. The chain of command assists commanders at all levels to achieve their primary function of accomplishing the unit's assigned mission while caring for personnel and property in their charge. A simple and direct chain of command facilitates the transmittal of orders from the highest to the lowest levels in a minimum of time and with the least chance of misinterpretation. The command channel extends upward in the same manner for matters requiring official communication from subordinate to senior.

b. Commanders are responsible for everything their command does or fails to do. However, commanders subdivide responsibility and authority and assign portions of both to various subordinate commanders and staff members. In this way, a proper degree of responsibility becomes inherent in each command echelon. Commanders delegate sufficient authority to soldiers in the chain of command to accomplish their assigned duties and commanders may hold these soldiers responsible for their actions. The need for a commander or staff officer to observe proper channels in issuing instructions or orders to subordinates must be recognized.

c. Proper use of the chain of command is vital to the overall effectiveness of the Army. Commanders must acquaint all their soldiers with its existence and proper function. Effective communication between senior and subordinate soldiers within the chain of command is crucial to the proper functioning of all units. Therefore, soldiers will use the chain of command when communicating issues and problems to their leaders and commanders.

The second area is contained in paragraph 2-2 , Open Door Policies that Commanders will establish an open door policy within their commands. Soldiers are responsible to ensure that the commander is made aware of problems that affect discipline, morale, and mission effectiveness; and open door policy allows members of the command to present facts, concerns, problems of a personal or professional nature, or other issues which the soldier has been unable to resolve. The timing, conduct, and specific procedures of the open door policy are determined by the commander. He or she is responsible for ensuring that soldiers are aware of the command's open door policy.

If you are unfamiliar or haven't read the new AR 600-20, Army Command Policy dated 15 July 1999 please take the time to review it.

Please address comments to HQ USAREUR & 7A, ATTN: AEAIG-O, APO AE 09014 or call Heidelberg Military DSN 370-7246/8212.

ERNEST R. WASHINGTON, JR.
Lieutenant Colonel, IG
Deputy Inspector General

The Secretary of the Army has determined that the publication of this periodical (pamphlet) in the transaction of the public business as required by law of the Department. Use of funds this publication has been approved by CG USAREUR, 1 April 1993, in accordance with AR 25- views and opinions expressed in the periodical are nor necessarily those of the Department or of the publishing agency or command.

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